



Standing Orders 2022

1) Motions and amendments

- a. Motions and amendments will only be accepted until the date determined by the Executive Committee and notified to members. No new amendments to ordinary motions may be proposed after this point.
- b. Motions or amendments may be withdrawn, composited or remitted to the Executive Committee by their proposers.
- c. Motions and amendments shall be for the purpose of establishing the political positions and campaigning priorities of the organisation or for considering matters of internal organisation. Motions must not contain language contrary to PSC's Code of Conduct, bring the organisation into disrepute or place it in legal jeopardy.
- d. If a motion or amendment is ruled out of order, the proposers will be informed before the AGM.
- e. Except for constitutional amendments, motions shall be no longer than 500 words and amendments no longer than 100 words.

2) Process of debate

- a. All motions and amendments must be proposed and seconded. If the proposer (or a delegate representing the proposing organisation) does not present the motion or amendment it will not be debated.
- b. The proposer of a motion shall have the right of reply before votes are taken on amendments and prior to the vote on the main motion (whether amended or not).
- c. No member shall speak more than once on the same motion or amendment except in the exercise of the right to reply. This includes situations where a technical issue prevented their speech being heard in full.
- d. A speaker may not be interrupted except to raise a point of order. A speaker may, at their discretion, give way to a point of information.
- e. The Chairperson shall have discretion as to the number of speakers called in any debate and which individuals are called, but shall attempt to provide a balanced debate.
- f. Every motion shall be put to the vote, unless a procedural motion to the contrary has been carried.
- g. At ten minutes before the close of the final motions session, any business that has yet to be reached shall be remitted to the Executive Committee.
- h. The PSC constitution determines voting entitlement: individual members, branches and affiliated organisations hold one vote each, except for national organisations with over 100,000 members who shall hold three votes.

3) Emergency motions

- a. Motions on an emergency subject may be submitted in writing, together with a proposer and seconder, until 5pm on the day preceding the AGM.

- b. Emergency subjects shall be items that could not reasonably have been submitted in line with the ordinary motion or amendment deadlines and where a failure to consider the item would substantially impair the work of PSC.
- c. If the Chairperson considers the item to be an emergency, the motion shall be added to the agenda.
- d. If the Chairperson deems the motion not to be an emergency, the motion shall be remitted to the Executive Committee.
- e. When an emergency motion is selected for debate, all amendments shall be submitted to the Chairperson in writing with the names of the proposer and seconder before the debate on the motion takes place.

4) Timing of speeches

- a. The proposer of a motion or amendment shall speak for up to 3 minutes.
- b. The seconder and all other speakers on a motion or amendment shall speak for up to 2 minutes.
- c. The movers of the Annual Report and the Annual Plan shall speak for up to 10 minutes. The mover of the Financial Report shall speak for up to 5 minutes.
- d. Those asking a question or raising points of information or order shall speak for up to 1 minute and, other than at the discretion of the Chairperson, are not entitled to a further speech on the same point.

5) Chairing of meetings

- a. If the Chairperson wishes to speak to a motion they must vacate the chair before any discussion of that motion begins.
- b. When the Chairperson speaks, members must respect the Chair.
- c. Within the scope of the constitution and standing orders, the Chairperson may make any ruling they see fit.
- d. Members shall have the right to challenge a ruling of the Chairperson. The ruling under challenge shall be upheld until the challenge is approved.
- e. The terms of a challenge shall be presented in 1 minute speech by a member. For the challenge to proceed it must gain the support of at least 20 registered delegates.
- f. The procedure shall be as follows:
 - i) The Chairperson shall vacate the chair.
 - ii) The challenger and then the Chairperson shall speak for a maximum of 3 minutes.
 - iii) There shall be no further debate. The challenge shall require a two-thirds majority to be passed.

6) Procedural motions

- a. Any member may propose one of the following procedural motions:
 - a. That the item be voted on immediately
 - b. That the AGM moves to the next item without a vote
 - c. That the item be remitted to the Executive Committee
- b. If they receive a seconder the procedural motion shall be put to the meeting, needing a simple majority to be carried.
- c. A motion to suspend Standing Orders for the purposes of altering the order of business may be moved from the floor of the AGM. Providing its stated purpose receives a

seconded and the support of at least two-thirds of those members present and voting the Standing Orders will be suspended for the duration of dealing with the stated purpose.

7) Elections

- a. The independent returning officer appointed by the Executive Committee shall oversee all elections. Their rulings shall be final.
- b. Elections shall be conducted by secret ballot. The candidate(s) gaining the most votes shall be elected. Dead heats will be determined by a coin toss.

8) Membership appeals

- a. Membership appeals shall be heard during a closed session of the AGM during which only voting delegates, the appellant and those facilitating the meeting shall be entitled to be present. A statement by the appellant of up to 400 words shall be distributed, together with a statement of up to 400 words on behalf of the Executive Committee. No speeches shall be allowed other than the Chair advising on the process. A vote shall be taken by secret ballot.
- b. Appellants shall be entitled to attend the AGM only for the duration of this item. They shall not be required to register for the AGM.

Code of conduct

We believe that all members have a responsibility to enable everyone to participate in our events and activities and to enjoy them by treating others with dignity and respect and in particular by:

- Avoiding personal remarks or behaviour that may cause offence or distress
- Avoiding abusive or discriminatory language or behaviour, or harassing others on the grounds of age, gender, race, colour, disability, sexual orientation, gender identity, religion or belief, or any other personal characteristic
- Checking that the language we use is appropriate including the correct pronunciation of names
- Encouraging others to participate, particularly new or less experienced people
- Challenging inappropriate language or behaviour if you see or hear it